



# City of Eureka, California

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Utility Maintenance Supervisor</b>
<b>Class Code Number</b>	<b>4140</b>

### General Statement of Duties

Supervises and manages all maintenance, construction, repair, and modification of mechanical, electrical, and electronic equipment within the Water and Wastewater Divisions; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to supervise and manage all maintenance, construction, repair, and modification of mechanical, electrical, and electronic equipment within the Water and Wastewater Divisions. The work is performed under the supervision and direction of the Utilities Operations Manager, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over assigned maintenance employees. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a water and/or wastewater facility with exposure to confined spaces and extreme temperatures and heights.

### Examples of Essential Work (Illustrative Only)

- Supervises and manages maintenance personnel, including planning, prioritizing, assigning, and reviewing the work of personnel, evaluating and recommending disciplinary action, providing training to ensure safe work practices, participating in the selection of staff, and establishing schedules and goals;
- Manages, programs, inspects, and maintains the City's Corrective Maintenance Management System;

- Oversees all maintenance on the Water and Wastewater facilities, including maintaining the Water and Wastewater plants and major pumping station's instrumentation, maintaining the plant PLC systems, maintaining the telemetry and data circuits, overseeing or performing repairs on mechanical equipment, and overseeing or performing maintenance on all facility structures;
- Designs and installs new systems or retrofits existing systems and equipment, including programming and installing new SCADA programs, modifying existing PLC logic, writing new control logic for new PLC computers, replacing or adding new instrumentation, and redesigning pump stations;
- Participates in a variety of Division operations, special projects, and assignments as requested;
- Participates in the preparation and administration of the Division budget, including submitting budget recommendations and monitoring expenses;
- Prepares contract specifications for projects and equipment purchases, including requisitioning supplies, equipment, repair parts, and materials for the Division;
- Drafts maintenance contracts for work to be done by outside contractors, including drafting building repair and alteration plans and specifications, overseeing and inspecting the work of contractors, ensuring work is accomplished in a timely and appropriate manner, and ensuring compliance with specifications and applicable codes;
- Coordinates activities and problem solving with other agencies and the general public, including resolving power problems, addressing communication problems and installations, communicating with the public on projects and concerns, and coordinating projects with outside contractors;
- Prepares reports and keeps accurate records of all operations and activities;
- Directs the applicable functions of the Utilities Operations Division if both the Utilities Operations Manager and the Utilities Operations Supervisor are absent;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

### **Required Knowledge, Skills, and Abilities**

- Thorough knowledge of the principles and practices of mechanics, electronics, electrical, and instrumentation systems;
- Thorough knowledge of the operations, services, and activities of water and wastewater facilities maintenance programs;
- Thorough knowledge of the types and levels of maintenance and repair activities generally performed in a water and wastewater system maintenance and repair program;
- Thorough knowledge of OSHA and other agencies safety laws and rules;
- Thorough knowledge of the principles and procedures of record keeping and reporting;
- Thorough knowledge of the principles of supervision, management, training, and performance evaluation;

- Thorough knowledge of municipal budget preparation and control;
- Thorough knowledge of pertinent Federal, State, and local laws, codes, and regulations;
- Thorough knowledge of modern office procedures, methods, and computer equipment;
- Thorough knowledge of the functions and purposes of water and wastewater treatment systems;
- Substantial knowledge of the principles of biology, chemistry, and mathematics as related to water and wastewater treatment;
- Substantial knowledge of the systems and equipment, ranging from old to current state of the art, related to the water and wastewater industry and facilities;
- Ability to program various types of PLC control;
- Ability to comprehend and perform instrumentation principles and methods;
- Ability to perform welding duties, both gas and arc;
- Ability to operate a boom truck, backhoe, skip loader, and other related equipment;
- Ability to supervise, manage, teach and train technical and clerical employees;
- Ability to perform carpentry, plumbing, pipe fitting, and related building skills;
- Ability to understand and work on hydraulic and pneumatic systems;
- Ability to organize, direct, and implement maintenance and repair schedules;
- Ability to interpret and apply administrative and departmental policies and procedures;
- Ability to perform responsible and difficult work involving the use of independent judgment and personal initiative;
- Ability to analyze problems, identify alternative solutions, and implement recommendations;
- Ability to oversee the work of outside contractors;
- Ability to redesign existing systems, draft plans and specifications, and prepare and review bids;
- Ability to read and understand engineering plans and specifications;
- Ability to direct applicable perform as acting Utilities Operations Manager in the absence;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED; and

- Considerable (four to six years) experience in electrical, instrumentation, supervision, construction, maintenance, and mechanical repairs, including at least one year of supervisory experience.

### **Required Special Qualifications**

- Journey Level Electrician;
- Confined Space Certification;
- First Responder Certification;
- CPR and First Aid Certification;
- Fork Lift Certification;
- Gas Monitoring Equipment and Calibration Certificate;
- Valid Class C California State Driver's License.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment and a water and/or wastewater plant environment.